

**Workplace Specialist  
Professional Development Plan  
Point Values and Experiences**

The workplace specialist teacher must have the approval of area career and technical director and university teacher trainer for each option.

A workplace specialist teacher must have a minimum of 90 total points to be eligible for renewal of their license. A maximum of 45 points per five years can be in the trade area, unless the option is college coursework or service as an elected officer in a professional organization. The same activity cannot be used twice in a five-year renewal period, unless the option is college coursework or service as an elected officer in a national organization.

<b>Option</b>	<b>Maximum Points</b>	<b>Point Value</b>	<b>Required Verification</b>	<b>Expected Signatures</b>
<b>College Credit that would apply toward a degree in education or in their trade area</b>	<ul style="list-style-type: none"> <li>• 90 points/5 years</li> </ul>	<ul style="list-style-type: none"> <li>• 1 semester hour = 15 points</li> <li>• 1 quarter hour = 10 points</li> </ul>	<ul style="list-style-type: none"> <li>• Official transcripts earned from an accredited college</li> <li>• Must be a grade of “B” or better or a “P” in pass/fail</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> </ul>
<b>In-Service Credit</b>	<ul style="list-style-type: none"> <li>• 45 points/5 year period</li> </ul>	<ul style="list-style-type: none"> <li>• 1 hour = 1 point</li> </ul>	<ul style="list-style-type: none"> <li>• In-service Credit Approval Slip</li> <li>• Course Attendance slip with number of hours indicated</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> <li>• Program Provider(s)</li> </ul>
<b>Professional Conference/Workshop/Institute/Seminar</b>	<ul style="list-style-type: none"> <li>• 45 points/5 year period</li> </ul>	<ul style="list-style-type: none"> <li>• 1 hour in workshop = 1 point</li> </ul>	<ul style="list-style-type: none"> <li>• Original certificate of attendance or completion</li> <li>• Letter from supervisor conference staff</li> <li>• Copies/Exhibits of products developed by applicant</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> <li>• Program Provider(s)</li> </ul>
<b>New Teacher Mentoring</b>	<ul style="list-style-type: none"> <li>• 36 points/5 year period</li> </ul>	<ul style="list-style-type: none"> <li>• 1 clock hour = 1 point</li> </ul>	<ul style="list-style-type: none"> <li>• Signed mentor form</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> </ul>
<b>Peer Assistance</b>	<ul style="list-style-type: none"> <li>• 25 points/5 years</li> </ul>	<ul style="list-style-type: none"> <li>• 1 clock hour = 1 point</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation form with signature of school principal</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> </ul>
<b>Internship in Trade Area</b>	<ul style="list-style-type: none"> <li>• 40 points/5 years</li> </ul>	<ul style="list-style-type: none"> <li>• 1 hour = 1 point</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation form and summary of observation including signature from company representative and administrator or transcript</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> <li>• Company Rep (Human Resources Director)</li> </ul>

Option	Maximum Points	Point Value	Sample Verification	Expected Signatures
<b>Educational Publication</b>	<ul style="list-style-type: none"> <li>• 45 points/5 years</li> </ul>	<ul style="list-style-type: none"> <li>• 1 point = 500 words or less</li> <li>• 5 points = 501 to 1500 words</li> <li>• 10 points = 1501 words or more</li> <li>• 45 points for published book</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of publication with article</li> <li>• Must contribute to the profession or add to the body of knowledge in the individual's specific field</li> <li>• Must be commercially published or formally approved document or formally published by a recognized state or National organization or agency</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> </ul>
<b>*Elected Officer in Professional State or National Organization</b>  <b>*One time only option in a career for state service.</b> <b>*One time only option in a career for national service.</b>	<ul style="list-style-type: none"> <li>• 45 points/5 years for state organization</li> <li>• 90 points/5 years for national organization</li> </ul>	<ul style="list-style-type: none"> <li>• One year of service = 45 points for state service</li> <li>• One year of service = 90 points for national service</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of service to include meeting minutes, newsletters showing organization's activities, etc.</li> <li>• Documentation verifying election and completion of term</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> <li>• Appropriate Signature From Organization</li> </ul>
<b>Successful Completion of Nationally Recognized Certificate Program</b> <b>*Renewal of certificate without an exam cannot be used for PGP</b>	<ul style="list-style-type: none"> <li>• 45 points/5 years</li> </ul>	<ul style="list-style-type: none"> <li>• 45 points for certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of official certificate awarded</li> <li>• Test scores must be submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> <li>• Program Provider(s)</li> </ul>
<b>Cooperating Teacher (for an undergrad practicum)</b>	<ul style="list-style-type: none"> <li>• 15 points/5 year period</li> </ul>	<ul style="list-style-type: none"> <li>• 1 point/assignment</li> </ul>	<ul style="list-style-type: none"> <li>• University/college documentation form</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> <li>• Appropriate University Rep, if not same person as University Teacher</li> </ul>

				Trainer
Option	Maximum Points	Point Value	Required Verification	Expected Signatures
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• 45 points/5 year</li> </ul>	<ul style="list-style-type: none"> <li>• 1 hour = 1 point</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation form</li> <li>• Written evidence endorsed by administrator including copy of curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> <li>• Building Principal</li> </ul>
<b>Presentation In Teaching Field or Formal Setting</b>	<ul style="list-style-type: none"> <li>• 10 points/5 year period</li> </ul>	<ul style="list-style-type: none"> <li>• 1 hour = 1 point</li> <li>• maximum of one point for same presentation</li> <li>• the same presentation may only be used one time for point value</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda/Program listing presentation</li> <li>• Outline of presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> <li>• Program Provider(s)</li> </ul>
<b>Professional Programs/ Organization Committee Membership</b>	<ul style="list-style-type: none"> <li>• 30 points/5 years</li> </ul>	<ul style="list-style-type: none"> <li>• 1 hour = 1 point</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation form</li> <li>• Letter from organization as signed and endorsed by officer on committee assignment</li> <li>• Proof of membership and participation</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> <li>• Committee Chair</li> </ul>
<b>School Accreditation Activities (up to two different teams)</b>	<ul style="list-style-type: none"> <li>• 50 points/5 years for chair</li> <li>• 30 points/5 years for team member</li> </ul>	<ul style="list-style-type: none"> <li>• 25 points/team for chair</li> <li>• 15 points/team for team member</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation from school superintendent and accreditation organization</li> </ul>	<ul style="list-style-type: none"> <li>• Area Career &amp; Technical Director</li> <li>• University Teacher Trainer</li> <li>• Accreditation Team Chair, if team member</li> </ul>
<b>CTSO (Career and Technical Student Organizations)</b>	<ul style="list-style-type: none"> <li>• 30 points/5 years</li> </ul>	<ul style="list-style-type: none"> <li>• 5 points for regional participation</li> <li>• 10 points for state</li> </ul>	<ul style="list-style-type: none"> <li>• Verification of award</li> <li>• Documentation of scoring report</li> </ul>	<ul style="list-style-type: none"> <li>• State Director/Department of Education</li> <li>• Area Career &amp; Technical</li> </ul>

		participation • 15 points for national participation	<ul style="list-style-type: none"><li>• Winner's List</li><li>• Verification of service or participation</li></ul>	Director <ul style="list-style-type: none"><li>• University Teacher Trainer</li></ul>
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